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MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Survey of Records for Potential Microform Applications

1. During the past 18 months there have been several studies and a great deal of discussion about the development of a program for micro-filming Agency records, as a means of getting some relief for the critical space problem at our Records Center as well as in Headquarters office space. There is a consensus among experts in the field that microfilming cannot normally be justified for the primary purpose of conserving space. The maximum advantage in microforms usage usually comes from designing systems intended to provide efficient, accessible, and accurate means of manipulating records in current use to meet the present and future active records or information storage and retrieval needs of the organization.

2. However, very recently, a study was completed which compared (a) the costs of storing and maintaining hard copy of certain newly inactivated files at the Records Center with (b) a plan for converting these files to roll microfilm with storage and maintenance of the film at Headquarters using microfilm readers, and destruction of the hard copy. Preliminary analysis of the study indicates that not only could this plan relieve the space problem but that it would be cost-effective as well, provided that certain criteria were met in the selection of files to be microfilmed.

3. Accordingly, I feel that we should, at this time, undertake a detailed cost benefit analysis of a few carefully selected collection of records. This analysis should commence with the identification of record

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25 YEAR RE-REVIEW

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collections in your office which meet as many as possible of the criteria which are outlined in Attachment A. A special form (Attachment B) has been developed to facilitate collection of information needed for this survey.

4. Your study should proceed with some urgency and with the objective that microforms usage will be encouraged wherever operationally feasible and cost effective from an overall Agency viewpoint. One significant benefit which I hope we may realize from this approach is that we will provide a means for at least stabilizing the net cubic volume of files at the Records Center and, in time, actually reduce our space requirements for records storage.

5. Representatives of the Support Services Staff and the Printing Services Division will review information collected in this survey in terms of broader system implications as well as the feasibility of treating them as independent applications. Additional data will be developed as required to determine which record collections may lend themselves most effectively to being used as preliminary pilot projects.

6. It is requested that you review your major record and document collections to help in identifying areas where it might pay to use microfilm. Questions regarding this survey may be addressed to [] on Extention [] I would appreciate your sending your response to the Chief/SSS by 1 November 1970.

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R. L. Bannerman
Deputy Director
for Support

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2 Atts

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ATTACHMENT A

CRITERIA FOR IDENTIFYING RECORD COLLECTIONS TO BE
CONSIDERED FOR ROLL MICROFILMING

(Use Form 3239: Microfilming Proposal for Evaluation)

Please report on:

1. All collections which consists of new computer-produced documents (print outs, reports, etc.) that are currently destined for storage for periods in excess of two years. These documents are particularly well suited for high speed, low cost, microfilming by utilizing Computer Output Microfilm (COM) processing.
2. All collections which are currently active and will remain so for at least two years regardless of their disposition thereafter, provided that the file organization is sequential, chronological, or that when the file is closed any new records will be added onto the end and not interfiled.
3. Collections containing files which will become inactive within the next two years and will be retained thereafter for at least eight years.

CLASSIFICATION

DATE

MICROFILMING PROPOSAL FOR EVALUATION

TITLE OF FILE (or brief description)

CUSTODIAN OF FILE

OFFICE

FILE LOCATION (Room No. and Building)

PRESENT VOLUME (cu. ft.)

NUMBER OF REFERENCES PER MONTH

ESTIMATED ANNUAL
TO THE RECORDS CONTROL

HQS.

REC. CENTER

HQS

REC CENTER

SIZE OF RECORD

RETENTION PERIOD OF FILE

IN OFFICE SPACE

LETTER

PLANS

ADP TAB PAPER

LEGAL

MAPS

OTHER (specify)

CARD

ENG. DRAWINGS

IS FILE ON RECORDS CONTROL SCHEDULE

NO

ARRANGEMENT OF FILES (alphs, numeric, chrono, etc.)

SCHEDULE NO.

ITEM NO.

CONDITION OF FILE

GOOD CLEAR COPY, UNFASTENED, ONE WEIGHT AND SIZE AND
COLOR OF PAPERPOOR COPY, STAPLED, ACCO FASTENED,
SIZES AND COLORS OF PAPER

REMARKS

SIGNATURE OF RECORDS OFFICIAL

FOR USE BY RECORDS MANAGEMENT STAFF ONLY

CLASSIFICATION

FORM
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